BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	**Unit 23: Work Experience in Business**
Learning aims	**A:** Investigate opportunities for work-related learning **B:** Carry out work experience in an appropriate and safe manner
Assignment title	Working in a safe environment
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	Work-related learning is beneficial and first-hand practical experience could make a positive difference when you attend job interviews. Gaining experience of the kind of job you would eventually like to do would help your choices when thinking about a career in business. You are to plan, arrange and participate in a period of work placement (a minimum of 40 hours in total). You should keep a full record of your planning and preparation for the work placement. Whilst on the placement, you should keep a diary/log of the tasks you undertake, including induction training. These documents will enable you to evaluate your experiences, which will help you make a good start in your career development.

Task 1	Start the process by identifying and describing three realistic opportunities, in local businesses or voluntary organisations, which will give you a minimum of 40 hours of work placement. This research should include practical details about the businesses. You should also include the learning and work-related benefits of working at each one, including the skills you hope to develop. Analyse the benefits of undertaking a work placement as part of your BTEC course in preparation for your career. Choose one of the businesses, the one which is the best fit for you. Plan and prepare for the placement, making all necessary arrangements and keeping a record of your

	preparation. You should explain what steps you have taken in planning and preparing for a successful placement. Once the preparation is completed, you should evaluate this process. Give a full and detailed justification of the benefits of the placement and the insights you have gained into the workplace and opportunities in business, whilst completing this preliminary stage.
Checklist of evidence required	A portfolio showing research, planning and preparation for work experience, and the benefits, including an evaluation of the process.

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
23/A.D1	Evaluate how preparing for work experience can support your understanding of the workplace and appropriate career opportunities
23/A.M1	Analyse the benefits of work experience and how it can support you in gaining a realistic understanding of opportunities in business
23/A.P2	Explain your preparation for a selected work experience opportunity
23/A.P1	Describe three realistic opportunities for work experience in business and how each can prepare you for the workplace

Task 2	You are now to embark on a period of at least 40 hours of work based learning. Before you are allowed access to the business environment you will be expected to undertake induction, which will include health and safety training, to ensure you and others are not put at risk. You will write a report in which you reflect on the importance of this induction training by analysing the importance of carrying out your role in a safe and appropriate manner. This will also entail evaluating the effectiveness of this business induction and the health and safety practices. Your report will also make recommendations as to how this induction and health and safety practices can be improved. During you time with the business you are to keep a detailed log where you explain the role(s) you are given, and describe the activities that you undertake and the skills you learn. This will be used when you return from placement to help you reflect on the learning process, so the fuller your record, the better your reflection will be.
Checklist of evidence required	A diary/journal/log/online blog and portfolio containing details of the role(s) and activities undertaken. A report covering induction and health and safety training which makes recommendations for improvements.

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
23/B.D2	Evaluate the effectiveness of the business's induction and health and safety practices, making recommendations for improvement
23/B.M2	Analyse the importance of carrying out your role in a safe and

	appropriate manner
23/B.P4	Describe in your logbook the activities you undertook in the workplace
23/B.P3	Complete a logbook which explains your role in a selected appropriate work experience

Other assessment materials attached to this Assignment Brief	None